

REPORTS INVENTORY

CONTROL NO. *RAB-12*

*REPAIR IN DUPLICATE

A&RC - 2

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

SIX-MONTH ACTIVITY REPORT

3. FUNCTIONAL AREA

PERSONNEL	TRAINING	<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)
LOGISTICS	SECURITY	
MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED: 2
 5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-Annual
 6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form, computer print-out, etc): Memorandum
 8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

 9. DIRECTIVE AUTHORITY REQUIRING REPORT: Chief, Records Administration Branch

10. PREPARING COMPONENT (include lowest level contributing information to report): Archives and Records Center
 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): Monthly Reports

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.87		8		54.96		2		\$ 109.92
GS-13	9.67		1		9.67		2		19.34
GS-5	3.46		2		6.92		2		13.84

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 143.10

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is a feeder report for the RAB Semi-Annual reports and the Records Management Board Report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY: 10/7/70
 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 18. EXTENSION